

COMMENTS ABOUT THE NEBRASKA NEEDS ASSESSMENT SURVEY

In July 1993, the Nebraska Crime Commission met to determine what agencies would receive federal VOCA funds. The Commission asked two important questions, (1) "How do we know that the actual needs of crime victims are being met by funding these agencies?" And (2) "How can we be sure that federal VOCA funds are being put to the best possible use?"

The Commission determined that it was necessary to conduct a comprehensive needs assessment of victims services in Nebraska to identify:

- 1) the services currently available to victims of crime,
- 2) the degree to which these services are meeting the needs of crime victims, and
- 3) the need for supplemental crime victim services.

Nancy Steeves, Nebraska's Federal Aid Administrator, working with her state's Crime Commission, lead the efforts to develop a needs assessment instrument for Nebraska.

Before beginning the process of developing an assessment tool, the Commission tried to get a handle on the number of crime victims in Nebraska. They reviewed the Nebraska Uniform Crime Report which revealed that there were 67,213 serious crimes reported in 1993. This total, however, includes only violent crimes like murder, rape and robbery, and not crimes of domestic violence, fraud, other sex offenses. The Uniform Crime Report also does not reflect the number of victims involved for each reported crime.

Victim assistance programs provided additional information about the number of crime victims in Nebraska. In 1993, the victim assistance agencies reported that they provided services to 15,441 victims. Unfortunately, these statistics did not reflect:

- 1) Whether victims used the services of one or more victim assistance agency,
- 2) Whether the victims' needs were met,
- 3) Whether there was duplication of efforts,
- 4) Whether the victim had other needs which were not met,
- 5) How well those services were provided,
- 6) Whether the services provided actually helped the victim,
- 7) How many victims do not report the crime and why,

- 8) Gaps in services available to victims, and
- 9) What, if any, changes need to be made in providing victim assistance.

The Nebraska Commission soon realized that no comprehensive needs assessment tool existed, so they made a request of the Department of Justice's Bureau of Justice Assistance (BJA) to develop one.

OVC and BJA appreciated that Nebraska's project had national potential. The decision was made to help fund the efforts in Nebraska so that a national survey instrument could eventually be developed and distributed to all of the state administrators.

BJA provided technical assistance through Community Research Associates (CRA) to help Nebraska develop an instrument, under an existing contract with BJA. CRA is a national consulting firm specializing in crime, delinquency, and the administration of justice. Mr. Doyle Wood, the Regional Manager of the Nashville Office of CRA, then hired Dr. William Pelfrey, a criminologist from Virginia Commonwealth University, to develop the tool. Work on the project began in March, 1994.

In addition to the specific questions raised by the Nebraska Commission, Dr. Pelfrey reviewed existing literature and other survey instruments to develop the first draft instrument.

In June, 1994, Dr. Pelfrey and Doyle Wood met with representatives from several Nebraska victim assistance agencies to review the first draft. In July, 1994, Pelfrey completed the revised draft.

In September, 1994, Dr. Pelfrey and Nancy Steeves conducted a presentation to victim assistance state administrators from across the nation at OVC's training conference in San Francisco.

In February, 1995 a multi-site focus group discussion, via video conferencing, was conducted to finalize the instrument.

Finishing touches were added to the assessment tool by DOJ bureaus, and the survey instrument was tested by the Criminal Justice Department of the University of Nebraska in the winter/spring of 1996. The survey had three major goals:

- 1) To test the Nebraska Victim Services Needs Assessment Tool;
- 2) To provide data that could be used to assess the effectiveness and utility of different assessment methodologies; and
- 3) To provide data that could be used by services providers to improve victim services.

To reach these goals, the instrument was comprised of three different components:

- 1) A Nebraska Crime and Victimization Survey;
- 2) An Inventory of Victim Assistance Programs; and
- 3) A Victim Assistance Client Survey.

The first two components were implemented, and some preliminary results were presented at the National Conference of VOCA victim assistance administrators in April of 1996.

During the conference, a focus group comprised of state administrators and national victim advocates again reviewed and edited the instrument. These changes have been incorporated into the first draft of the National Needs Assessment Instrument. The results of the survey have not yet been finalized so the instrument is still under review by OVC, BJA, and the Nebraska Crime Commission.

VICTIM SERVICES
NEEDS ASSESSMENTS
FOR
_____ COUNTY

SEXUAL ASSAULT

This assessment is to be completed by each sexual assault program in the county. For those agencies serving different types of victims, consider only that component dedicated to sexual assault victims.

Agency: _____

Providing services to sexual assault victims since 19__.

SECTION I. Existing Resources and Workload

Please indicate the total number of paid staff/volunteers and budget devoted to services for sexual assault victims.

A. Staff

	<u>Total Number</u>	<u>Total Hours/Week</u>
Full-time staff (35-40 hours/week)	_____	_____
Part-time staff	_____	_____
Active Volunteers	_____	_____

Budget

Annual Budget for three most recent calendar or fiscal years:

Year	_____	_____	_____
Public	_____	_____	_____
VOCA	_____	_____	_____
Act 155	_____	_____	_____
Private	_____	_____	_____
Total	_____	_____	_____

Commonwealth of Pennsylvania



PENNSYLVANIA COMMISSION ON CRIME AND DELINQUENCY

Thomas W. Corbett, Jr., Esq.
Chairman

February 11, 1997

James Thomas
Executive Director

Mr. Jeffrey Kerr
Office for Victims of Crime
State Compensation and Assistance Division
633 Indiana Avenue, N.W.
Washington, D.C. 20531

Dear Mr. Kerr:

I am forwarding copies of the needs assessments that were requested when we met in Atlanta. As you know, we use the enclosed instruments for informing our local policy boards of the current status and proposed needs of the agencies that seek to participate in VOCA funding. There are four assessments corresponding to the priority categories of victims with the other serious crime victim category as the state of Pennsylvania's defined "previously underserved population."

I hope you find these helpful. I also sent a set to Bill Collier in South Carolina. Sorry for the delay in getting these to you but we refined the assessments for this year's process and I wanted to give you the most recent versions.

Give me a call at (717) 787-8559, extension 3031, if you have any questions.

Sincerely yours,

A handwritten signature in black ink, appearing to read "John Kunkle".

John Kunkle
Manager, Victim Services Division

Enclosures

VICTIM SERVICES
NEEDS ASSESSMENTS
FOR
_____ COUNTY

SEXUAL ASSAULT

This assessment is to be completed by each sexual assault program in the county. For those agencies serving different types of victims, consider only that component dedicated to sexual assault victims.

Agency: _____

Providing services to sexual assault victims since 19__.

SECTION I. Existing Resources and Workload

Please indicate the total number of paid staff/volunteers and budget devoted to services for sexual assault victims.

A. Staff

	<u>Total Number</u>	<u>Total Hours/Week</u>
Full-time staff (35-40 hours/week)	_____	_____
Part-time staff	_____	_____
Active Volunteers	_____	_____

Budget

Annual Budget for three most recent calendar or fiscal years:

Year	_____	_____	_____
Public	_____	_____	_____
VOCA	_____	_____	_____
Act 155	_____	_____	_____
Private	_____	_____	_____
Total	_____	_____	_____

	<u>Service Provided</u>		<u>If "Yes"</u>	
	<u>Yes</u>	<u>No</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
C. <u>Court-Related Services</u>				
-accompaniment to court proceedings	___	___	___	___
-transportation	___	___	___	___
-child care	___	___	___	___
-notification regarding court dates and case disposition information	___	___	___	___
-restitution advocacy	___	___	___	___
-assistance with victim impact statements	___	___	___	___
-assistance with property returns	___	___	___	___
-other (specify)	___	___	___	___
_____	___	___	___	___
_____	___	___	___	___
_____	___	___	___	___
D. <u>Volunteer Recruitment and Victim Services Training</u>				
-recruitment of volunteers providing victim services	___	___	___	___
-training provided to sexual assault staff	___	___	___	___
-training provided to sexual assault volunteers	___	___	___	___

SECTION III. Needs Assessment

In the column below, please list all of the services in Section II which are not current provided or are unsatisfactory.

A. Existing Needs

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Note: Please be prepared to substantiate the above needs with supporting data, e.g., the number of victims who would be adversely affected by the lack of service or delayed response. Supporting data can be expressed by the number of reported crimes, current referrals, turnaways, anticipated demand, etc.

SECTION IV. Proposed Approach

In this section, indicate within the limits of the county allocation, how financial assistance could be applied to meet the needs identified. Before completing this section, please ensure that your proposal is consistent with the VOCA Program Guidelines as amended. If you need a copy, please contact PCCD staff at (717) 787-8559, or toll-free at (800) 692-7292.

- A. Problem(s) to be addressed
- B. Project Objectives
- C. Proposed Activities
- D. Projected Budget
 - a. Personnel
 - b. Fringe Benefits
 - c. Travel
 - d. Equipment
 - e. Supplies and Operating Expenses
 - f. Consultants
 - g. Other
 - Total

This assessment was prepared by:

Name _____

Title _____

Agency _____

Telephone _____

THE COMPLETED ASSESSMENT SHOULD BE CIRCULATED TO
POLICY BOARD MEMBERS IN ADVANCE OF THE POLICY BOARD MEETING

1997-98 Projects

VICTIM SERVICES
NEEDS ASSESSMENTS
FOR

_____ COUNTY

DOMESTIC VIOLENCE

This assessment is to be completed by each domestic violence program in the county. For those agencies serving different types of victims, consider only that component dedicated to domestic violence victims.

Agency: _____

Providing services to domestic violence victims since 19__.

SECTION I. Existing Resources and Workload

Please indicate the total number of paid staff/volunteers and budget devoted to services for domestic violence victims.

A. Staff

	<u>Total Number</u>	<u>Total Hours/Week</u>
Full-time staff (35-40 hours/week)	_____	_____
Part-time staff	_____	_____
Active Volunteers	_____	_____

Budget Annual Budget for three most recent calendar or fiscal years:

Year	_____	_____	_____
Public	_____	_____	_____
VOCA	_____	_____	_____
Act 155	_____	_____	_____
Private	_____	_____	_____
Total	_____	_____	_____

- B. Workload - Please provide the total annual number of clients served by the agency for the last three years.

Year	_____	_____	_____
Clients	_____	_____	_____

SECTION II. Existing Services

Please indicate whether the services listed below are provided for domestic violence victims and, if provided, whether the level of services, as opposed to the quality of service provision, is satisfactory.

	<u>Service Provided</u>		<u>If "Yes"</u>	
	<u>Yes</u>	<u>No</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
A. <u>Crisis Intervention/ Emergency Services</u>				
-24-hour hotline	_____	_____	_____	_____
-24-hour in-person response to provide emergency services	_____	_____	_____	_____
-accompaniment to medical/ police facilities	_____	_____	_____	_____
-temporary shelter	_____	_____	_____	_____
-emergency food, clothing	_____	_____	_____	_____
-legal assistance (e.g. aid in filing protection from abuse orders)	_____	_____	_____	_____
-transportation	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
B. <u>Support and Advocacy</u>				
-follow-up counseling and referral	_____	_____	_____	_____
-advocacy for individual victims in interactions with criminal justice/social service agencies	_____	_____	_____	_____
-assistance with victim compensation claims	_____	_____	_____	_____
-employer/creditor intervention	_____	_____	_____	_____
-short term counseling	_____	_____	_____	_____
-group treatment	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<u>Service Provided</u>		<u>If "Yes"</u>	
<u>Yes</u>	<u>No</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>

C. Court-Related Services

-accompaniment to court proceedings	_____	_____	_____	_____
-transportation	_____	_____	_____	_____
-child care	_____	_____	_____	_____
-notification regarding court dates and case disposition information	_____	_____	_____	_____
-restitution advocacy	_____	_____	_____	_____
-assistance with victim impact statements	_____	_____	_____	_____
-assistance with property returns	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D. Volunteer Recruitment and Victim Services Training

-recruitment of volunteers providing victim services	_____	_____	_____	_____
-training provided to domestic violence staff	_____	_____	_____	_____
-training provided to domestic violence volunteers	_____	_____	_____	_____

SECTION III. Needs Assessment

In the column below, please list all of the services in Section II which are not current provided or are unsatisfactory.

A. Existing Needs

1 _____

2 _____

3 _____

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10 _____

11 _____

12 _____

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Note: Please be prepared to substantiate the above needs with supporting data, e.g., the number of victims who would be adversely affected by the lack of service or delayed response. Supporting data can be expressed by the number of reported crimes, current referrals, turnaways, anticipated demand, etc.

SECTION IV. Proposed Approach

In this section, indicate within the limits of the county allocation, how financial assistance could be applied to meet the needs identified. Before completing this section, please ensure that your proposal is consistent with the VOCA Program Guidelines as amended. If you need a copy, please contact PCCD staff at (717) 787-8559, or toll-free at (800) 692-7292.

- A. Problem(s) to be addressed
- B. Project Objectives
- C. Proposed Activities
- D. Projected Budget
 - a. Personnel
 - b. Fringe Benefits
 - c. Travel
 - d. Equipment
 - e. Supplies and Operating Expenses
 - f. Consultants
 - g. Other
 - Total

This assessment was prepared by:

Name _____

Title _____

Agency _____

Telephone _____

**THE COMPLETED ASSESSMENT SHOULD BE CIRCULATED TO
POLICY BOARD MEMBERS IN ADVANCE OF THE POLICY BOARD MEETING**

VICTIM SERVICES
NEEDS ASSESSMENTS
FOR

_____ COUNTY

CHILD ABUSE

This assessment is to be completed by the children and youth agency in collaboration with other agencies serving victims of child abuse as appropriate.

Agency: _____

Providing services to child abuse victims since 19__.

SECTION I. Existing Resources and Workload

Please indicate the total number of paid staff/volunteers and budget devoted to services for child abuse victims.

A. Staff

	<u>Total Number</u>	<u>Total Hours/Week</u>
Full-time staff (35-40 hours/week)	_____	_____
Part-time staff	_____	_____
Active Volunteers	_____	_____

Budget Annual Budget for three most recent calendar or fiscal years:

Year	_____	_____	_____
Public	_____	_____	_____
VOCA	_____	_____	_____
Act 155	_____	_____	_____
Private	_____	_____	_____
Total	_____	_____	_____

- B. **Workload** - Please provide the total annual number of clients served by the agency for the last three years.

Year	_____	_____	_____
Clients	_____	_____	_____

SECTION II. Existing Services

Please indicate whether the services listed below are provided for domestic violence victims and, if provided, whether the level of services, as opposed to the quality of service provision, is satisfactory.

	<u>Service Provided</u>		<u>If "Yes"</u>	
	<u>Yes</u>	<u>No</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
A. <u>Crisis Intervention/ Emergency Services</u>				
-24-hour hotline	_____	_____	_____	_____
-24-hour in-person response to provide emergency services	_____	_____	_____	_____
-accompaniment to medical/ police facilities	_____	_____	_____	_____
-temporary shelter	_____	_____	_____	_____
-emergency food, clothing	_____	_____	_____	_____
-legal assistance (e.g. aid in filing protection from abuse orders)	_____	_____	_____	_____
-transportation	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
B. <u>Support and Advocacy</u>				
-follow-up counseling and referral	_____	_____	_____	_____
-advocacy for individual victims in interactions with criminal justice/social service agencies	_____	_____	_____	_____
-assistance with victim compensation claims	_____	_____	_____	_____
-employer/creditor intervention	_____	_____	_____	_____
-short term counseling	_____	_____	_____	_____
-group treatment	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

	<u>Service Provided</u>		<u>If "Yes"</u>	
	<u>Yes</u>	<u>No</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
C. <u>Court-Related Services</u>				
-accompaniment to court proceedings	_____	_____	_____	_____
-transportation	_____	_____	_____	_____
-child care	_____	_____	_____	_____
-notification regarding court dates and case disposition information	_____	_____	_____	_____
-restitution advocacy	_____	_____	_____	_____
-assistance with victim impact statements	_____	_____	_____	_____
-assistance with property returns	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
D. <u>Volunteer Recruitment and Victim Services Training</u>				
-recruitment of volunteers providing victim services	_____	_____	_____	_____
-training provided to domestic violence staff	_____	_____	_____	_____
-training provided to domestic violence volunteers	_____	_____	_____	_____

SECTION III. Needs Assessment

In the column below, please list all of the services in Section II which are not current provided or are unsatisfactory.

A. Existing Needs

1 _____

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Note: Please be prepared to substantiate the above needs with supporting data, e.g., the number of victims who would be adversely affected by the lack of service or delayed response. Supporting data can be expressed by the number of reported crimes, current referrals, turnaways, anticipated demand, etc.

SECTION IV. Proposed Approach

In this section, indicate within the limits of the county allocation, how financial assistance could be applied to meet the needs identified. Before completing this section, please ensure that your proposal is consistent with the VOCA Program Guidelines as amended. If you need a copy, please contact PCCD staff at (717) 787-8559, or toll-free at (800) 692-7292.

- A. Problem(s) to be addressed
 - B. Project Objectives
 - C. Proposed Activities
 - D. Projected Budget
 - a. Personnel
 - b. Fringe Benefits
 - c. Travel
 - d. Equipment
 - e. Supplies and Operating Expenses
 - f. Consultants
 - g. Other
- Total

This assessment was prepared by:

Name _____

Title _____

Agency _____

Telephone _____

THE COMPLETED ASSESSMENT SHOULD BE CIRCULATED TO
POLICY BOARD MEMBERS IN ADVANCE OF THE POLICY BOARD MEETING

VOCA NEEDS ASSESSMENT INSTRUCTIONS

FOR

OTHER SERIOUS CRIME VICTIMS

The needs assessment for other serious crime victims, i.e., surviving families in homicides, robbery, aggravated assault, burglary and DUI victims should be completed by the agency or agency(s), e.g., victim services center, MADD Chapter, etc., currently established to serve violent crime victims. If no agency has been established to serve these victims, the assessment should be completed by someone who comes in regular contact with these victims, such as the victim/witness coordinator. Where no agency is in place to serve violent crime victims, the person assigned to address the needs of other serious crime victims may use a narrative explanation as an alternative to the formal needs assessment format.

If there are any questions regarding this assessment, please contact PCCD victim services staff at (717) 787-8559, or toll-free at (800) 692-7292.

VICTIM SERVICES
NEEDS ASSESSMENTS
FOR

_____ COUNTY

OTHER SERIOUS CRIMES

This assessment is to be completed by the agency(s) serving other serious crime victims* in the county. For those agencies serving other types of victims, consider only that component dedicated to other serious crime victims.

Agency: _____

Providing services to other serious crime victims since 19__.

SECTION I. Existing Resources and Workload

Please indicate the total number of paid staff/volunteers and budget devoted to services for other serious crime victims.

A. Staff

	<u>Total Number</u>	<u>Total Hours/Week</u>
Full-time staff (35-40 hours/week)	_____	_____
Part-time staff	_____	_____
Active Volunteers	_____	_____
<u>Budget</u>	Annual Budget for three most recent calendar or fiscal years:	
Year	_____	_____
Public	_____	_____
VOCA	_____	_____
Act 155	_____	_____
Private	_____	_____
Total	_____	_____

*Other serious crime victims are defined as victims of violent crimes and burglary. This category includes the surviving family in cases in homicide, DUI and robbery/aggravated assault victims.

- B. **Workload** - Please provide the total annual number of clients served by the agency for the last three years.

Year	_____	_____	_____
Clients	_____	_____	_____

SECTION II. Existing Services

Please indicate whether the services listed below are provided for other serious crime victims and, if provided, whether the level of services, as opposed to the quality of service provision, is satisfactory.

	<u>Service Provided</u>		<u>If "Yes"</u>	
	<u>Yes</u>	<u>No</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
A. <u>Crisis Intervention/</u>				
<u>Emergency Services</u>				
-24-hour hotline	_____	_____	_____	_____
-24-hour in-person response to provide emergency services	_____	_____	_____	_____
-accompaniment to medical/ police facilities	_____	_____	_____	_____
-temporary shelter	_____	_____	_____	_____
-emergency food, clothing	_____	_____	_____	_____
-legal assistance (e.g. aid in filing protection from abuse orders)	_____	_____	_____	_____
-transportation	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
B. <u>Support and Advocacy</u>				
-follow-up counseling and referral	_____	_____	_____	_____
-advocacy for individual victims in interactions with criminal justice/social service agencies	_____	_____	_____	_____
-assistance with victim compensation claims	_____	_____	_____	_____
-employer/creditor intervention	_____	_____	_____	_____
-short term counseling	_____	_____	_____	_____
-group treatment	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

	<u>Service Provided</u>			<u>If "Yes"</u>
	<u>Yes</u>	<u>No</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
C. <u>Court-Related Services</u>				
-accompaniment to court proceedings	_____	_____	_____	_____
-transportation	_____	_____	_____	_____
-child care	_____	_____	_____	_____
-notification regarding court dates and case disposition information	_____	_____	_____	_____
-restitution advocacy	_____	_____	_____	_____
-assistance with victim impact statements	_____	_____	_____	_____
-assistance with property returns	_____	_____	_____	_____
-other (specify)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
D. <u>Volunteer Recruitment and Victim Services Training</u>				
-recruitment of volunteers providing victim services	_____	_____	_____	_____
-training provided to other serious crime staff	_____	_____	_____	_____
-training provided to other serious crime volunteers	_____	_____	_____	_____

SECTION III. Needs Assessment

In the column below, please list all of the services in Section II which are not current provided or are unsatisfactory.

A. Existing Needs

1 _____

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19 _____

20 _____

Note: Please be prepared to substantiate the above needs with supporting data, e.g., the number of victims who would be adversely affected by the lack of service or delayed response. Supporting data can be expressed by the number of reported crimes, current referrals, turnaways, anticipated demand, etc.

SECTION IV. Proposed Approach

In this section, indicate within the limits of the county allocation, how financial assistance could be applied to meet the needs identified. Before completing this section, please ensure that your proposal is consistent with the VOCA Program Guidelines as amended. If you need a copy, please contact PCCD staff at (717) 787-8559, or toll-free at (800) 692-7292.

- A. Problem(s) to be addressed
- B. Project Objectives
- C. Proposed Activities
- D. Projected Budget
 - a. Personnel
 - b. Fringe Benefits
 - c. Travel
 - d. Equipment
 - e. Supplies and Operating Expenses
 - f. Consultants
 - g. Other
 - Total

This assessment was prepared by:

Name _____

Title _____

Agency _____

Telephone _____

THE COMPLETED ASSESSMENT SHOULD BE CIRCULATED TO
POLICY BOARD MEMBERS IN ADVANCE OF THE POLICY BOARD MEETING